HIGHER EDUCATION PROGRAMS INSTITUTIONAL SERVICE SYSTEM

INTERIM REPORT
USER GUIDE

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IS INTERIM REPORT QUICK SHEET

This page provides a quick overview of the HEP IS Interim Report system and how to use it. We recommend you review the entire User Guide to learn more about how each part of the system works so you can fully understand the Title III/Title V interim reporting process.

1. **Log in to https://hepis.ed.gov with your username and password**

    See **Chapters II & III** of this user guide for more details about logging into the system.

2. **Verify your institution and grantee contact information and update it, if necessary**

    See **Chapter VI** for more about the Grantee Information section.

3. **Complete all five Sections of your Interim Report**

    See **Chapters VII-XI** for more details about each Section of the report.

4. **Review, Certify, and Submit your Interim Report**

    See **Chapter XII** for more information about these steps.

For complete details about this entire process, please read this **User Guide** and the **Cover Sheet, Executive Summary, and Sections A-C** samples, all of which are available for download under the Interim Performance Reports header on the HEP IS Help page at https://hepis.ed.gov/main/help.

I.   About the HEP IS Interim Reporting System

The Institutional Service Interim Reporting system is used to collect performance data from Title III and Title V grantees that are in the first year of their grant. For example, if you are reporting during April 2020, then your grant started in October 2019 and the data you're submitting should reflect activity from that date until March 31.

Title III and Title V grant programs are designed to improve academic quality, institutional management and fiscal stability, and strengthen physical plants and endowments of institutions of higher education, with an emphasis on institutions that enroll large proportions of minority and financially disadvantaged students.

The Title III/Title V Interim Report, also known as the Form 524B, consists of the following five sections:

- **Cover Sheet**
- **Executive Summary**
- **Section A:** Performance Objectives
- **Section B:** Budget Information
- **Section C:** Additional Information

Please complete this report as soon as possible so that program staff can review the information in a timely manner. If you are unsure about how to answer any of the questions in the online reporting tool, or if you need clarification on anything related to the content of your report, please contact your Program Officer.

If you have any questions or issues of a technical nature related to the use of the website, please contact the help desk. IS APR help desk staff are not qualified to answer any questions of a programmatic nature related to your grant.

The IS Interim Reporting system is generally open for one month starting on April 1.

For more information please see: https://www2.ed.gov/about/offices/list/ope/idues/index.html

II.   HEP IS Home Page

After accepting a standard disclaimer regarding usage of a Federal website, you will be able to access the HEP IS system home page.

1. **Main Menu Links**:
   a. **HEP IS Home** - return to the home page
   b. **About** - learn more about the HEPIS website and each of its subsystems.
   c. **Help** - access User Guides, blank forms, and other helpful resources
   d. **FAQs** - review answers to frequently asked questions
   e. **Contact Us** - fill out a contact form to request assistance from the Help Desk (staffed Mon-Fri, 9 am-5 pm Eastern time; telephone support is not available)

2. **System Information** - look here for important information about when various HEPIS subsystems are opening and closing.

3. **New User** - click here if you need to request a new user account

4. **Blank forms and guides** - another link the the *Help* page described above

5. **Login fields**:
   a. **Email** - your username is your email address

b. **Password** - do not share your password with anyone; if you need additional users to fill out your APR they must have their own accounts linked to their own email addresses
c. **Forgot your password** - click here to request a link via email to reset your password
d. **Need help** - another link to the *Contact Us* page described above
e. **Login** - after entering your username and password, click this button to login

A. New User Accounts

If you need a new user account, click the **New User** button and enter your email address into the field provided. The system will check to see if your email is already registered.

If your email address is not in the system, you'll be presented with a form to request a new user account. Make sure you provide the new user's:

- First Name
- Last Name
- Email Address,
- Institution Name, and
- Grant PR Number

The Help Desk must verify that the new user is authorized to access the application by contacting an individual that is currently in the system from a previous year.

Please allow up to one business day for new accounts to be created.

To save a step and expedite this process, you may choose to have someone who is already listed on the grant, such as the Project Director, fill out the new account request form on behalf of the new user.

III.   Two-Factor Authentication

All Federal websites are now required to include **TWO-FACTOR AUTHENTICATION** in the login process. You may have seen this on other websites, especially those for banks and credit card companies.

Two-factor authentication requires that you login first with something you *know* (i.e., your username and password), and then with something you *have* (e.g., your phone).

You'll have the option to authenticate to the HEPIS website by means of:
- a smartphone app,
- a text message, or
- a voice telephone call.

You'll authenticate by confirming a request in the app, or by entering a 6-digit code onto the website sent to you by text or by voice.

The smartphone app is the recommended option, but we realize not everyone will have the access or the desire to use an app.

No matter which method you choose, the website will walk you through the setup process step by step. Setting it up will take less than five minutes, and using it each time you login will take only a few seconds.

IV. HEP IS Landing Page

After you successfully log into the system, you will find yourself on the HEP IS Landing Page. From here you can access each of the individual subsystems contained within the HEP IS system (there are a total of five subsystems, but you may not have access to all of them).

Your landing page may look different from the one displayed above. You will have access to whichever subsystem(s) apply to your particular grantee scenario. If you are not required to work in one of the subsystems, then it will not appear on your landing page. Each user will only see the subsystems that they need to work in. If you don't need it, you won't see it.

The main menu has two additional links now that you're logged in:
1. **Account** - click here to change your password and manage your two-factor authentication method(s)
2. **Logout** - click here to end your user session and logout of the system

To enter the Interim Reporting subsystem, click the GO button in the Enter System column on the row that includes your PR Number (represented above and in later screenshots by **P000X190000**).

V.   Interim Reporting Home Page

The IS APR home page will display a Welcome Letter from the Director.

From the IS APR home page you can navigate to the following sections:
1. **Grant Identification** - every year you should review your Institution and Contact details and make any updates necessary, see Chapter VI
2. **Cover Sheet** - enter budget and other details about your grant, see Chapter VII
3. **Executive Summary** - enter a narrative highlighting your achievements, see Chapter VIII
4. **Section A: Performance Objectives** - enter objectives and performance measures, see Chapter IX
5. **Section B: Budget Information** - enter budget narrative, see Chapter X
6. **Section C: Additional Information** - enter any additional information, see Chapter XI
7. **Review and Certification** - verify that all sections are complete, certify that all data is accurate, and submit your report, see Chapter XII
8. **View Reports** - download PDFs of draft version and final submitted reports, see Chapter XIII

For the most part you may work on these sections in any order you like with only a couple of exceptions - certain tabs in Section 3, and all of Section 5 (PPOHA and HSI-STEM only).

Any section that is dependent on another being finished first will be inaccessible until the required preliminary data has been entered. More details about these specific scenarios are provided in the appropriate chapters of this user guide.

VI. Grant Identification

Start on the Grant Identification tab by reviewing your Institution and Contact details and make any updates necessary.

Most of the information in this section will be pre-populated for you. Please review the information carefully to make sure that it is accurate. Make any corrections necessary and fill in any missing fields, especially the names and contact information for the Project Director (required) and an Additional Contact Person (optional, but recommended).

Please note that entering information in the Project Director and/or Additional Contact fields *does not* create new user accounts for them. New user accounts must be requested from the Help Desk.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the Cover Sheet.

VII. Cover Sheet

The Cover Sheet allows you to enter budget information and other details about your grant.

Respond to each question in the spaces provided. If attachments are requested, use the upload button at the bottom of the page to submit up to three (3) documents as attachments. Documents may only be in Word, Excel, or PDF format, and must be under 20 MB each.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

VIII.   Executive Summary

The Executive Summary allows you to "tell the story" of your grant's impact at your institution. Provide a one to two page summar highlighting your project's goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the project has made to research, knowledge, practice, and/or policy. Include the population served, if appropriate.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

IX.   Section A: Performance Objectives

In Section A you will describe the Performance Measures you have established for each of the Project Objectives stated in your approved grant application.

Click the **Add an Objective and Performance Measure** button to get started.

You must enter at least **one** Objective AND **one** Performance Measure. You may add multiple Performance Measures under each Objective, if desired.

Add your Objective details in the fields displayed.

When you add an Objective, you must also add **one** Performance Measure. Click the **Save** button at the bottom of the form to save your changes.

If you want to add additional Performance Measures or edit the data you entered, click the the **drop down arrow** button in the Objective header bar.

Or click the **Add an Objective and Performance Measure** button at the bottom to add a new Objective and Performance Measure.
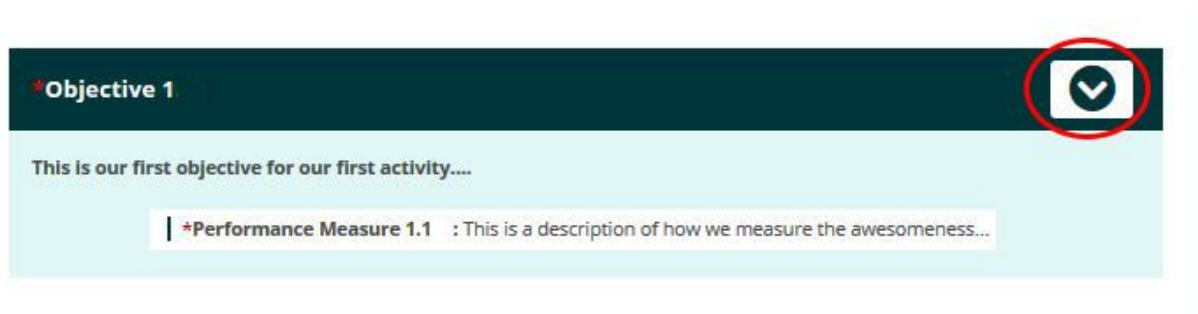
When viewing your data, click the **Edit** button to enter in the Objective header bar to add, edit, or delete data associated with that Objective.

Once you're in edit mode, you can delete the Objective by clicking the **Delete** button in the Objective header bar. You can add another performance measure by clicking the **Add Another Performance Measure** button near the bottom. You can also edit any text in any field and **Save** your changes by clicking the appropriate button at the bottom. To leave edit mode without saving any changes, click **Cancel**.

When finished adding all of your Project Objectives and Performance Measures, click **Save** to save your work, or click **Save and Continue** to save your work and proceed to the next Section.

X. Section B: Budget Information

In Section B, you'll provide narrative information about your budget.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

XI. Section C: Additional Information

In Section C, you can provide any additional narrative information about your project that you like.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

XII.   Review and Certification

The Review and Certification Section serves three tasks:

1. **Review:** Check your report for completeness and verify that all required questions have been answered
2. **Certification:** Certify that all information on the report is true and correct to the best of your knowledge
3. **Submit:** Send your report to the Department and lock it to prevent future changes.

A. Review

On the Review tab you will be shown the completion status for each section of the report. If any section is incomplete, click the **Go to Section** button or click the desired Section option on the left hand menu to return to that section and complete the remaining questions.

All questions on the report are required except where indicated.

When all sections are complete, you will be able to proceed to the Certification tab.

B. Certification

The Certification tab allows your Certifying Official to enter their name and contact information, which serves as an electronic signature. Their electronic signature certifies that all information on the report is true and correct to the best of their knowledge.

First verify that the information at the top of the tab is correct. If any changes need to be made, either click the **Return to Grant Identification Page to Edit** button, or click the Grant Identification option at the top of the left hand menu.
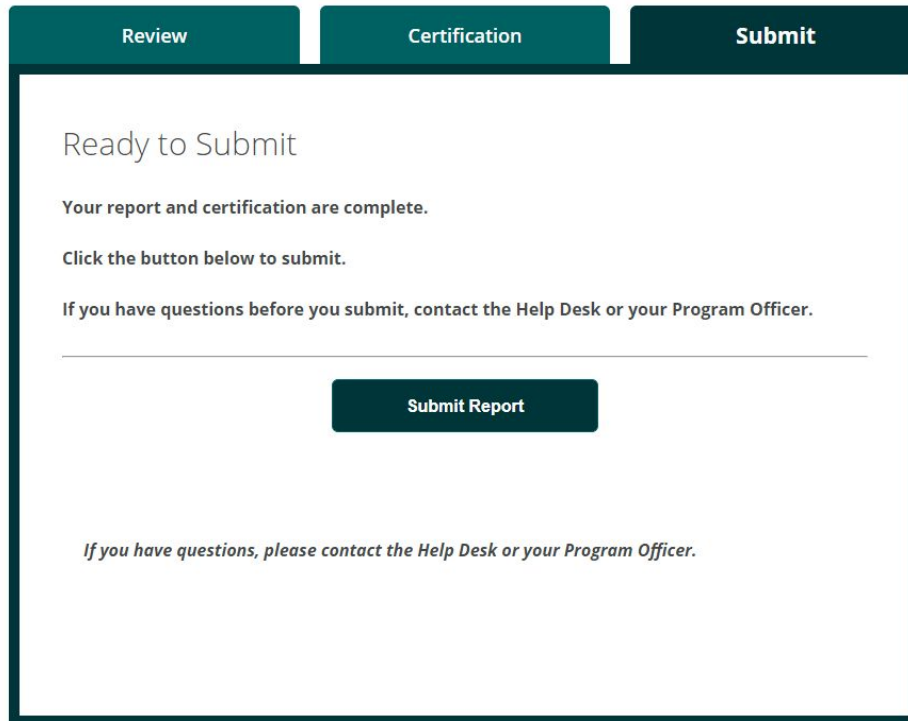

You do NOT need to mail or fax a signed certification form to the Department.

A. Submit

Once your report has passed the completion review and your Certifying Official has entered their electronic signature, you will be able to Submit your report.

Review	Certification	**Submit**

Ready to Submit

Your report and certification are complete.

Click the button below to submit.

If you have questions before you submit, contact the Help Desk or your Program Officer.

Submit Report

If you have questions, please contact the Help Desk or your Program Officer.

Click the **Submit** button to send your report to the Department.

You do NOT need to send a hard copy of the report to the Department.

B. Unsubmit

Once your report is submitted it is locked and you cannot make any further changes.

If you need to make changes to your submitted report **before** the submission deadline and the system closes, simply contact the Help Desk and they will "unsubmit" your report for you.

You will then be able to login as normal, make your edits as needed, and then resubmit your report yourself.

You do not need to contact the Help Desk to resubmit your report.

XIII. View Reports

Click the View Reports tab to print a copy of this year's report. If your report has not been submitted yet, it will have a "Draft" indicator in each page header. After submission, this indicator will disappear to reflect that it is the final version of the submitted report.